



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

January 28, 2013

To: Code Enforcement Customers

From: Tim Taylor, CTAC/RTAC Manager

Reference: CTAC ELECTRONIC PLAN SUBMITTAL & REVIEW
(CTAC-EPS-EPR)

The Commercial Technical Assistance Center (CTAC) has now moved into electronic plan submittal and review. This new program, CTAC –EPS/EPR was implemented in November which allows the complete CTAC process, permitting, plan submittal and plan review to be accomplished electronically. A brief description of the process can be found on the [CTAC](#) web page.

Some key things you should know regarding the process:

- An electronic file is limited to 40MB
- Contractors must initiate the process by submitting an online permit application
- Project plans should be submitted as one file
- Files are submitted via a URL link to upload the files.
- Your project coordinator (Adreinna Jerald Johnson or Anna Rayfield) may provide assistance. Contact them at 704-336-3829 opt. 3

Beginning March 1, 2013 all CTAC projects will be required to be submitted electronically or be subjected to additional fees of \$9.50 for a paper permit application and a \$31.60/hr. administrative fee plus the fee to convert the paper plan into an electronic file. The cost will be added to the overall permit fee for the project.

Visit our Code Enforcement webpage at www.meckpermit.com for a complete list of other electronic services and plan submittal requirements.